



Willington  
Public Library

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**Board of Directors  
Regular Meeting Minutes**

**Board Meeting - 1/9/2018**

Meeting was called to order at 6:38 p.m. in the conference room at Willington Public Library. Quorum was established.

**Attendees present:**

Heather Alexson, acting Chair (also sitting in as Secretary)  
Jennifer Pallo, Treasurer  
Sarah Peck, member  
Kate Standish, member  
Kristine Donnelly, Library Director  
Ryan O'Donnell, Town of Willington Legal Representative

**Absent:**

Shari Cote, Secretary, excused

Heather Alexson moved into executive session at 6:40 pm.

Heather Alexson exited executive session at 7:54 pm.

**Approval of Minutes:** November 14, 2017, *(via email vote): Jen Pallo moved to approve minutes, Shari Cote seconded, Kate Standish in Favor, Heather Alexson and Sarah Peck abstained; Motion approved.*

**Reports:**

**A. Treasurer's Report:**

- Brief discussion regarding 2018 FY budget. Discussion postponed to upcoming special budget workshop meeting scheduled for January 16, 2018.

**B. Director's Report:**

- Patron survey extended for another few months. Sarah Peck suggested adding an announcement about participation to the patron survey to the WPL weekly e-blast.

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- A temporary custodian is beginning Wednesday, January 10th, to fulfill the need for custodial services while the regular custodian's medical leave has extended beyond the original return date in December.

### **Present to Speak:**

- Ryan O'Donnell during executive session. Excused from the meeting at 8:05 pm.

**Communications:** None

### **Old Business:**

- Emergency Plan - postponed for a future meeting.

### **New Business:**

- Election of Officers:

Jennifer Pallo nominated the following members to officer position for 2018, Kate Standish seconded, All in Favor.

Heather Alexson - *Chair*

Sarah Peck - *Vice Chair*

Jennifer Pallo - *Treasurer*

Shari Cote - *Secretary*

- Discussed management and use of WPL BoD gmail account.
- By-Laws Review: board discussed looking over By-Laws for review and/or any updates.
- Savings/Investment Funds update: postponed to future budget workshop meeting.
- Everyone has seen and noted the 2018 calendar schedule for board meetings.
- Discussion of potential candidates who may be interested in filling vacant board seat.
- Library Director probationary period has completed. Heather Alexson made a motion to accept Kristine Donnelly as the Library Director, Jennifer Pallo seconded, all in favor. Motion approved.
- Heather Alexson moved into executive session at 9:21 pm.
- Heather Alexson exited executive session at 9:34 pm.

### **Announcements:**

- Special Budget Workshop meeting on Tuesday, January 16th at 6:30 pm and Tuesday, February 6th at 6:30 pm.

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- Next regular meeting is Tuesday, February 13th at 6:30 pm.

**Meeting adjourned at 9:37 p.m.**

Prepared by Heather Alexson, WPL Board of Directors *Chair*.